



## HILLINGDON PRIMARY SCHOOL

*Learning and Achieving Together*

**Principal:** Mrs Ann Bowen-Breslin (MA)  
**Head of School:** Ms Sabrina Kelly B.Ed (Hons)

Uxbridge Road,  
Hillingdon,  
Middlesex,  
UB10 0PH

Email: [hillprimary@hillingdonprimaryschool.org.uk](mailto:hillprimary@hillingdonprimaryschool.org.uk)  
Website: [www.hillingdon.hillingdon.sch.co.uk](http://www.hillingdon.hillingdon.sch.co.uk)

Tel: 01895 590087

---

### **Planning and Preparation for Schools *Possibly* Opening in June 2020** **Information for Parents - Tuesday 26th May 2020**

**This information may change as we receive new information from the  
Department for Education (DfE)**

#### **Please Note:**

- This is a unique situation. The information below is based on the knowledge we have at present. It may change as more information becomes available. The focus at all times is on the health and well being of students, staff and members of our school community. The focus is also on maintaining our students' education however if a choice has to be made between health/well being and education then a decision will be made based on the former.
- Any school plans have to be approved by Hugh Greenway, CEO of The Elliot Foundation Academy Trust (TEFAT).
- The school has been open for children of key workers and vulnerable students throughout the COVID-19 period. Arrangements for these students remain in place.

#### **When will my child be invited to attend school?**

- A decision has not yet been made about dates for pupils' return. TEFAT is *not* working to a set date. Rather we are working to put plans in place so that when it is judged as safe as possible to do so we can open. We are waiting for further information from the Prime Minister on Thursday 28th May, as well as responding to information from the Department for Education (DfE) and TEFAT. Further information was received regarding Early Years on Saturday 23rd May, this needs to be considered.
- Pupils returning to school will be invited to return once we have communicated with their parents. No child is able to return without this invite so that we can fully support each child returning and consider the needs of all members of the community.
- **At present we are planning for Year 6 to return first. Year 1 will then return, next Reception and finally Nursery. Staggering it this way will enable us to check that our organisation is working in practice before being joined by the next group. No decisions have yet been made about the remaining year groups.**

### **What will school be like for my child/ren?**

- School will look and be different for children, staff and parents.
- Children invited to attend will be allocated a group called a '*bubble*'. The number in the '*bubble*' will vary dependent on the number of parents requesting an invite and the size of the classroom. The number of students will be no more than 15 and is likely to be no more than ten when students are first invited to attend.
- Classrooms have been set out with desks that are two metres apart.
- Students in Year 6 will be grouped in a '*bubble*' with students in their own year group.
- Reception and Year 1 students may be mixed together in a '*bubble*' although we will aim to keep them with their year groups.
- Reception and Nursery students may be mixed together in a '*bubble*' although we will aim to keep them with their year group.
- Our aim at all times is to group children that are able to play and learn together. We will consider friendship groups and ensure students are with a familiar adult; it may not be their present class teacher. We ask parents to trust us to make these decisions in the interests of your child.
- Students may not be working in their own classroom.
- Each '*bubble*' will be led by a teacher or a higher level teaching assistant (HLTA).
- There will be two, possibly three, adults to each '*bubble*' depending on the needs of the children.
- Children will remain in the same '*bubble*', increasing in size if more students return until it is at a maximum capacity.
- Each '*bubble*' will have access to an outside area.
- Children will not be able to interact with other children or staff outside their '*bubble*'.
- We will set up classrooms and outdoor areas to encourage children to spread out as much as possible.
- Within their '*bubble*' we will encourage children to keep two metres apart as far as is practical. We will need parents' support to explain to their child the importance of this in a way that is age appropriate. We are very mindful that we do not wish to create a mindset that discourages social interactions in the future so this will need sensitive handling. We will guide parents further when students receive an invitation to return to school.
- Students and adults will be asked to wash their hands a number of times during the day, including on arrival, after using the toilet, and before and after eating.
- Children will have their own key equipment, pencils etc. in school.
- Surfaces and toilets will be cleaned regularly during the day. Areas used will be cleaned each afternoon when the children have gone home.

### **What are the timings of the school day for Year 6, Year 1 and Reception students?**

**Most Nursery students attend part time. We will send out further information regarding timings when Nursery students are invited back to school.**

- The suggested timings are based on information we have received from the parent questionnaire to Year 6, Year 1, Reception and Nursery. This information indicated that in most cases child care was not one of the primary drivers for a parent deciding to send their child back to school.

- Guidance received does not allow for a Breakfast Club or 4.30 Club as we can not mix students from different 'bubbles' at the beginning or end of the day.
- At this point please assume that the Breakfast Club and 4.30 Club will not take place. We will have a separate discussion with parents/carers of key workers as to whether we can maintain the current provision.
- The timings also consider the needs of teachers/staff to have a reasonable break as well as planning, preparation and assessment time (PPA). Normally specialist teachers teach during PPA and SMSAs cover lunch times. However, during this period the teachers/staff leading your child's 'bubble' will have to cover all these times as we need to minimise the number of adults in each 'bubble'.
- If your child is invited to attend school we will send further information regarding specific timings for your child.

Session - Proposal	Start Time	End Time
<b>Staggered start:</b> An identified time will be given to all parents so that we are able to minimise the number of visitors on site at any one time. If your child is not on site at 9.30 am then we may have to ask your child to remain at home and access the virtual school for that day.	9.00 am	9.30 am
<b>Lunch Break:</b> 'Bubbles' will have different lunch times so that 'bubbles' are not coming into contact with each other. The school catering company is able to offer packed lunches. The lunch break will be 30 minutes so that we can manage the numbers outside.	Approx. 11.45 am	Approx. 1.30 pm
<b>Morning Break:</b> There will be no official morning break. Pupils will have some 'down time' during their lesson sessions or as part of their PE sessions.	n/a	n/a
<b>Learning:</b> Pupils will access the virtual school learning. The curriculum in each 'bubble' will mirror as much as possible the learning that pupils are accessing at home.	Timings will depend on lunch times for each bubble.	
<b>Staggered end:</b> An identified time will be given to all parents so that we minimise the number of visitors on site at any one time. Students with a 9.00 am start are likely to have a 2.30 pm finish.	2.30 pm	3.00 pm

**Are school meals provided?**

- Free packed lunches are available for students in Reception, Year 1 and any other child who is eligible for Free School Meals. The Pantry will provide parents with a choice of sandwich fillings to choose from in advance. Parents will be able to order lunches online from The Pantry.
- If you wish to provide your own lunch you will need to provide a packed lunch in a disposable paper or plastic bag. Parents with child/ren who have allergies will need to discuss arrangements with Mrs Chaplin prior to returning to school as our normal procedures to manage allergies will not be in place.

**Will my child/ren have to wear school uniform and school shoes?**

- Each day, students must wear clean clothes to minimise the spread of infection. We are encouraging students to wear school uniform but it is optional. There is no expectation that parents buy new school uniform to wear this term. The main focus should be on clean clothes each day so non-uniform clothes can be worn.
- Please ensure they are casual clothes that are practical for a run round the school field. School shoes are optional. Students can wear trainers or a non-school shoe. Please ensure that any foot wear is sensible. Sandals that do not fully support a child's foot are not acceptable. Students should not wear jewellery.
- Heavy bulky coats should not be necessary if the weather remains warm. A light waterproof coat would be ideal as we are hoping to use the school field and may experience light rain between sites.
- Staff will also be wearing casual clothes and this may include trainers and jeans.

**What else should my child bring to school?**

- Please provide your child with a named refillable water bottle which they bring daily. Students can not drink from shared water fountains. Water will be available to fill up their water bottles.
- Nothing else should be brought from home apart from glasses. Please do not bring a book bag or school bag. Students will be given access to books in school.

**Will parents be able to come on to the school site?**

- We value our conversations and engagement with parents. Unfortunately when parents arrive on site we will need to minimise the number of conversations to maintain the safety of students, staff and parents. There will be lots of smiles and waves from a distance. The focus throughout COVID-19 has been about minimising the number of people we come into direct contact with and therefore the following will unfortunately apply.
- Only one parent/carer will be allowed on to the school site when dropping or picking up your child from school. When your child is invited to attend we will ask you if you *need* to bring siblings on to the school site. If safe to do so we ask that siblings remain at home.
- If possible, we request that parents walk to school to minimise the congestion in the surrounding area.
- Teachers/staff will greet parents with a wave and a smile. Any conversations with the staff member in charge of your child's 'bubble' will need to take place via email or telephone conversations with our administration, pastoral care and welfare staff. We will provide

parents with further contact information when your child receives an invite to school. We ask that parents keep these conversations to a minimum and only when they need to pass on important information.

- After 'drop off' and 'pick up' parents will not be able to come back into school. Administration, pastoral care and welfare staff will be on site to provide support for the teaching staff and students but they will not be available for direct contact with parents. For the safety of our staff, please do not visit the school reception area, welfare or pastoral care offices.

**What do I do if my child is clinically extremely vulnerable, or living with someone in this group?**

- **They should not come back to school at this point.** If your child is clinically vulnerable (but not clinically extremely vulnerable), you should follow medical advice about coming back to school, e.g. children with asthma.
- We will check with you before your child returns regarding the advice your doctor has given so that we can fully support your child on their return to school.

**What happens if my child or someone else in our household develops Covid19 symptoms?**

- **You must inform us immediately if your child or a member of your household shows symptoms of Covid-19.**
- Emergency contact numbers will be provided with the invitation to return.
- Symptoms include:
  - New persistent cough
  - High temperature
  - Loss of smell and / or taste

**YOU MUST NOT SEND YOUR CHILD INTO SCHOOL IF THEY OR ANYONE IN YOUR HOUSEHOLD HAS THESE SYMPTOMS.**

**PLEASE SPEAK WITH US FIRST.**

**THIS CONVERSATION MUST NOT TAKE PLACE ON THE SCHOOL SITE EVEN IF YOU ARE ASKING FOR ADVICE ONLY.**

**YOU MUST TELEPHONE OR EMAIL US.**

**What happens if my child is ill at school?**

- If your child is taken ill at school with suspected symptoms, they will be put into isolation and monitored by a member of staff. You will be asked to collect them immediately. Adults or children with suspected symptoms will not be allowed to return to school for a minimum of seven days, unless they are tested for Covid19 and the results are negative.
- If someone in your child's 'bubble' has symptoms of Covid 19 you will be informed as soon as reasonably practicable. That bubble will be closed until a test confirms whether or not that person is positive for Covid 19. The entire 'bubble' (adults and children) will not be allowed in school for 14 days if a positive test is confirmed. Any other siblings in school will also need to stay at home for 14 days unless it is confirmed that the case is NOT Covid19.
- Mrs Childs (Welfare Leader) will be sending a form home for parents to update contact details. It is very important that a child does not return to school without this up to date information.